

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Transfer and Cancellation of Courses

FROM:

Chief, Intelligence Training  
926 C of C

EXTENSION

NO.

STAT

DATE

9 April 1985

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. ADC/OTE  
1025 C of C

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Please do call around soonest.  
All this has been wired and  
should be quickly finalized.

Pls file in C.C.

—  make  
calls & advise

conurrence

*S*

4/10/85

*ag*


*Passed to all cc. members.*

STAT

9 April 1985

MEMORANDUM FOR: OTE Curriculum Committee

FROM:

  
Chief, Intelligence Training

STAT

SUBJECT: Transfer of Records Training, Overseas Orientation Course to Washington Operations Training Staff, and Cancellation of Risk of Capture.

1. This memorandum advises you that responsibility for the conduct of several courses is transferred from Intelligence Training (IT) to the Washington Operations Training Staff (WOTS). The possibility of this transfer was raised during discussions at the last Curriculum Committee meeting. Chief/WOTS has agreed to this decision.

2. Effective 20 May 1985, responsibility for the conduct of the Overseas Orientation Course (OOC) is transferred from IT to WOTS. The decision to effect transfer of this course is based upon the role assigned to WOTS to conduct training for Agency officers assigned overseas. IT will conduct the last scheduled running for FY 1985 of the OOC.

3. Effective 1 May 1985, Records Management Training is transferred to WOTS. This transfer is predicated upon WOTS' role to respond to the training needs of the Directorate of Operations (DO). It is also believed that WOTS has a greater degree of expertise in the kind of training required for DO records management. IT lacks this kind of expertise and has not been able to provide adequate guidance to the records management trainers. The courses involved in the transfer are: Records for Agency Personnel, Operational Records I, Operational Records II, and Operational Records for Career Trainees.

4. Effective immediately, the Risk of Capture Course (ROC) is cancelled. The material included in the ROC is now incorporated into WOTS' training program for personnel security obviating the need for the ROC.

  
STAT